

Copier Management Consolidation Meeting Notes

C/P&PD - OL's intent is to reduce the present number of contracts for the bulk of the copiers. They hope to go from well over 100 to less than 10. It is not a cut in the number of machines, nor will they be taking centers away.

No new bodies will be needed, P&PD will absorb any personnel requirements.

Customer needs will be met in the same ways.

Savings will be realized by standardizing copier sizes into about 6 classes. We shall request RFPs from 3 companies - Xerox, Savin and IBM.

Savings will result with purchase and maintenance vs. rental.

P&PD will only advise on copiers.

Comptroller - Re the budget cut issue. This is not a visible line item. All the same whether centralized or de-centralized. It comes under Object Class 2500 "Other Services", and amounts to about

STAT

This is not a valid argument.

C/P&PD - It is impossible to get down to under 10 contracts when you have several FANs.

We anticipate savings next year with no change in the present service. Standardize contracts and machines.

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Proposal 2 - Performance certification authority. All liked. Verification of meter readings, maint, etc, will be on a biannual or quarterly basis rather than monthly.

No difference in service, only difference is in individual preference for machine.

Target date is 1 October 1981.

OIS - Liked the security aspects of copy centers and feels this might be their prerogative.

C/P&PD - OL will prepare a memo to all addresses asking for their concurrence.

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TOTAL AGREEMENT

Office of Information Services

Office of Finance

Comptroller

A/DDO

AGAINST CONSOLIDATION OF BUDGET AND CENTERS

Office of Data Processing

NFAC

NPIC/DDS&T

OD&E/DDS&T

TOTAL DISAGREEMENT

IMS/DDO

OTS/DDS&T

O/DDS&T

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